Operations Center Space Planning & Logistics Contacts & Procedures

Space Planning & Logistics handles space planning services for office and cubicle areas and works with RD&E Facility Engineering & Maintenance on requests for lab space. Requests for physical office, cubicle and lab space should be directed to Departmental Space Representatives who forward requests on the work order form to **Mike Cashion** via e-mail or fax (#45814), telephone extension **44054**.

Space Planning & Logistics handles telecommunications services; requests should be completed on the appropriate form and forwarded via e-mail or fax to:

Bill Savage fax # 45814 extension 44055

NOTE - For Maintenance Services:

OC: Requests should continue to be handled through the PERMAC workorder system. (Services include: housekeeping, door keys and locks, painting, artwork selection, draperies, horticultural, electrical, HVAC, etc.)

Space Planning & Logistics Work Order Request Form
To be completed and submitted to Mike Cashion #44054 or fax #45814 when the following services are needed, unless noted otherwise:

- personnel moves *
- office/cubicle reconfigurations
- additional furniture
- artwork/board installation
- furniture keys
- nameplate

*request to be submitted by Departmental Space Representative

Space Standards

Offices

- Grade 12 or above
- Management with direct PM salaried reports
- Confidentiality of work
- Need for security of operation

Cubicles

- All others to include storage for files, equipment, etc.

NOTE: There will be exceptions to standards due to available space & the most cost effective options when requests are reviewed & evaluated.

07/25/2000

Source: https://www.industrydocuments.ucsf.edu/docs/hzdl0001

Process for Moves or New Employees

- Departmental Space Representative must complete work order request form. The cubicle or jack number needs to be identified. If you do not have an available space, note your preferred area and Space Planning will assist you with identifying an empty space. If you cannot identify a space/jack location, please note "to be determined by Space Planning & Logistics.

DO NOT FILL OUT THE TELECOMMUNICATIONS REQUEST AT THIS TIME

- Work order request form must be signed by the "destination location Manager".
- Fax signed work order to Mike Cashion #45814.
- Space Planning will review for approval.
- When space has been approved, Space Planning will contact you and advise you or a designated department employee to complete the Telecommunications Request Form. When complete, forward to the appropriate facility Space Planning & Logistics Telecommunications Coordinator. Telecommunications orders should not be submitted for moves or new employees without prior approval from Space Planning.
- Departmental Space Representatives will be advised of move dates by Space Planning. Move instructions, boxes and labels will be delivered to department members moving.
- Space Planning will submit move schedules to Bell Industries for relocation of computer equipment involving people moves. Bell Industries will complete ITF forms at time of actual move. **NOTE: Relocation of computer equipment not related to people moves must be handled directly between the end user and PC Support.**
- If additional boxes or labels are needed, please call 44054.

Every effort will be made to meet your preferred move date. Please realize we are coordinating with several contracted services and may experience scheduling conflicts from time to time; therefore, please submit requests as soon as possible.

ALL PERSONNEL MOVING:

Complete the Philip Morris Telephone Directory Update Information form which will be distributed with move notices. Also, the form is located in the front of the PM directory and in the form section of this booklet. This form is used to update directory information and assist with mailroom deliveries.

Source: https://www.industrydocuments.ucsf.edu/docs/hzdl0001

Telecommunications Services

Telephone, voicemail, data connectivity, and analog service requests should be completed on the Telecommunications Request Form. For new analog requests, an analog survey form must be completed, as indicated on the Telecommunications request form.
Pager requests should be completed on the Pager Request Form.
Forms should be submitted to Bill Savage, Telecommunications Coordinator, in Space Planning & Logistics.

Pager repairs should be called in directly to the PAGER REPAIR LINE, #42888. When you call, you will be transferred to the PageNet office, let them know you work at PM and have a pager that needs repair – you will be transferred into the sales representative's voice mail. The more information you can give the representative about the repair, the quicker your response time will be. In your message, please include the following information:

- your facility location
- what type of pager is broken (digital or alpha) and if there are any special services on the pager (nationwide coverage, ERT, etc.)
- nature of the problem
- how to contact the person with the pager to swap it out or an alternate contact who can bring the pager to the Lobby

The following repairs will be handled directly by the vendor:

- message is garbled
- pager reads out of range
- clip is broken
- metal piece for chain attachment is broken

For problems of a more serious nature, you will need to complete the Pager Request Form and submit to the appropriate Space Planning & Logistics Telecommunications Coordinator.

Telephone/data connection repairs should be called in directly to the TELEPHONE REPAIR LINE, #43795. The IS Communications staff will ask you for the following information:

- contact person and phone or pager number
- extension/data connection with the problem
- nature of the problem
- jack number where the phone/connection is located

Source: https://www.industrydocuments.ucsf.edu/docs/hzdl0001